



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

February 4, 2010

Robert Trelford, VP Finance and Manufacturing
Senor Snacks, Inc.
16261 Phoebe Avenue
La Mirada, CA 90638

Dear Mr. Trelford:

RE: FINAL MONITORING REPORT

Agreement Name: **SENIOR SNACKS <100**
Agreement Number: **ET08-0430**
Term of Agreement: **04/01/08 – 03/31/10**
Agreement Amount: **\$61,360**

On February 4, 2010, a Final Monitoring was conducted with you by telephone by Margarita M. Paccarelli, ETP Contract Analyst. She had made several attempts to contact your company for a monitoring visit since last year. She was recently informed that Richard Craven, former CEO and the signatory of this Agreement, is no longer with the company.

You informed Ms. Paccarelli that you started with the company few months ago and were not aware of this ETP Agreement. Further, there has been no training under this Agreement since Mr. Craven left the company.

Ms. Paccarelli explained to you how the ETP program works and reimbursement process. With a term end date of March 31, 2010, you were advised that the training period ended on December 31, 2009 to allow for the 90-day retention period, which is another requirement of this Agreement. You informed the Analyst that you found all the training records and requested assistance on how to submit the final invoice to closeout this contract.

To access the ETP Online System, Ms. Paccarelli provided your username and password. She walked you through the process regarding invoice submissions for progress payments and final invoice. The Progress Payment (P1 and P2) invoice was completed during this telephone monitoring, but the Final Invoice was not completed because you didn't have the trainees' minimum hourly wage, which is a required field in the submission of this invoice.

By the terms of the agreement the final contract closeout must be completed within 30 days of the end term date of the Agreement. The final contract closeout invoice must be submitted to ETP on or before the close of business on April 30, 2010.

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ETP (04/15/05)

FINAL PROJECT STATISTICS

This Agreement contains a variable training plan, which means that reimbursement will be based on the total actual number of training hours completed by each trainee between 8 and 60 class/lab training hours. There will be no reimbursement for any trainee who does not complete a minimum of 8 hours of training from the required curriculum. Ms. Paccereilli provided technical assistance on how to drop trainees who did not complete the minimum required hours, which you completed during this monitoring.

Project Statistics:

Trainees Enrolled:	36	Completed Retention:	25
Dropped Following Enrollment:	11	In Retention Period:	0
Completed Training:	25		

Based on the data obtained from the ETP Online Tracking System, there are 25 trainees who met the minimum class/lab training hours. There are 592.5 total training hours completed by these trainees with projected earnings of \$15,405 (25% of the Agreement amount). Since your company has received \$2,301 from ETP, your company will receive an additional \$13,401, if the anticipated number to retain is verified during the final fiscal closeout.

ATTENDANCE ROSTERS

Copies of the attendance rosters were submitted to the Analyst. The records reviewed demonstrated that the Agreement curriculum was provided and the required trainer-to-trainee was adhered to. You were advised to keep all original rosters on your place of business for review by ETP staff.

The above findings are based only on the training record reviewed during this telephone visit and represent a sample of the training record completed to date. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT

Your company will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk review. These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters.

To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Margarita Paccereilli at (818) 755-1317 or by email at mpaccereilli@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Wally Aguilar, Manager
North Hollywood Regional Office

Signature on file

Margarita M. Paccereilli, Contract Analyst
North Hollywood Regional Office

cc: David Guzman, ETP Audit & Program Operations Division,
Kulbir Mayall, ETP Fiscal Unit
Electronic Master File
Project File

Date report mailed to Contractor 2/9/10